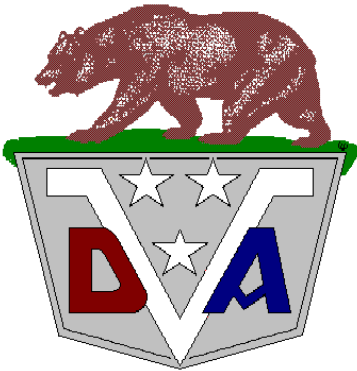


THIS BULLETIN CANCELS AND SUPERCEDES ALL PREVIOUS BULLETINS FOR THIS CLASS AND LOCATION
EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.



**CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS
VETERANS HOME OF CALIFORNIA – CHULA VISTA**

ACTIVITY COORDINATOR

SUB-DIVISIONAL OPEN SPOT EXAM FOR: CHULA VISTA

FINAL FILING DATE: CONTINUOUS FILING AND TESTING

SALARY RANGE: \$2,218.00 - \$2,696.00

CONTINUOUS FILING INFORMATION: The testing office will accept California State applications (Form 678) continuously and will notify and test applicants on an as needed basis. Eligible lists will be merged.

EXAMINATION ELIGIBILITY LIMIT: The testing period for this examination is 12 months. You may not test for this examination more than once in a testing period.

EXAMINATION LOCATION: Exam interviews will be held at the Veteran's Home-Chula Vista

SUBMIT APPLICATIONS TO: CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

Human Resources Division
1227 "O" Street, Room 404
Sacramento, CA 95814
ATTN: Chula Vista Exams

Submit applications only to address indicated above. Do not submit to the State Personnel Board.

This is an open examination. Applications will not be accepted on a promotional basis. Career Credits do not apply.

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

NOTE: All competitors must meet the education and/or experience requirements by the final filing date.

NOTE: All applications/resumes must include: "to" and "from" date (month/day/year); time base; and class title.
Applications/resumes received without this information will be rejected.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the requirement time Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS:

Possession of a Certificate of Attendance in the Activity Coordinator training course **AND**

EITHER I

Two years of general experience in a health care facility.

OR II

One year of experience in a long-term care facility for geriatrics.

SPECIAL PERSONAL CHARACTERISTICS: Objective and empathetic understanding of the elderly; tolerance, tact, and emotional stability

ADDITIONAL DESIRABLE QUALIFICATIONS: The talent to motivate people by virtue of a positive, friendly attitude in order to create a pleasant and safe environment in which the patient feels confident and secure.

POSITION: The Activity Coordinator, under professional supervision, performs a variety of routine tasks associated with activities required to meet goals of activity programs for individual geriatric patients in residential, skilled and intermediate nursing facilities, and to do other activities as required.

EXAMINATION INFORMATION: This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of a 70% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

QUALIFICATION APPRAISAL – Weighted 100.00%

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his/her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

SCOPE:

Knowledge of:

- 1. Basic knowledge of principles, procedures, techniques and trends of activity programs for development of appropriate programs for different levels of care.
- 2. Basic knowledge of physical, psychological and social problems to address individualized care plans and documenting progress or lack of.

Ability to:

- 1. Basic ability to plan, coordinate and carry out program activities enabling staff to provide meaningful programs.
- 2. Basic ability to establish and maintain cooperative relationships with individuals and organizations to facilitate utilization of various community personnel and resources.
- 3. Basic ability to speak effectively during implementation of programs, during resident interviews, care plan meetings and contacting volunteers/sponsors.
- 4. Basic ability to operate all necessary tools and equipment for training of residents on proper use and achieving a successful activity program.
- 5. Basic ability to maintain supplies to ensure that activities can be carried out efficiently.
- 6. Basic ability to analyze situations accurately and adopt a suitable course of action for the benefit of the resident.
- 7. Basic ability to motivate people by virtue of a positive, friendly attitude in order for the residents to meet their goals and to ensure consistent assistance from the volunteers.
- 8. Basic ability to work as a team member at all times to ensure that all activities and programs are covered for the benefit of the resident.
- 9. Basic ability to teach and train other staff and volunteers regarding techniques of program implementation and compliance with laws, rules and protocols.

Skill to:

- 1. Moderate written communication skills to prepare clear, concise care plans, activity calendars etc. for the benefit of the resident.
- 2. Advanced written communication skills to assist in public relations, publishing of newsletters providing brief description of programs and community outings.

ELIGIBLE LIST INFORMATION: Names of successful competitors are merged into the list in order of final scores, regardless of date. Eligibility expires after 12 months unless the needs of the services and conditions of the list warrant a change in this period. The resulting eligible list will be used to fill vacancies at the Veterans Home of California, Chula Vista.

VETERANS PREFERENCE: Veterans' Preference credits will be added to the final score of all competitors who are successful in these examinations and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO ACHIEVE PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.

GENERAL INFORMATION

It is the **candidate's responsibility** to contact the California Department of Veterans Affairs Human Resources Division at (916) 653-2535 three weeks after the final filing date if he/she has not received a progress notice.

If a **candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of Employment Development Department and the Department noted on the front of the bulletin.

If you meet the requirements stated on the reverse, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

The Department of Veterans Affairs reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Location: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews will be scheduled throughout the State at the Veterans Homes of California, Department of Veterans Affairs headquarters, and/or district office regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the information counter of State Personnel Board Offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Veterans Preference: Veterans Preference Points are awarded in open and open nonpromotional entrance examinations requiring less than college graduation and two years of experience. In OPEN examinations, eligible veterans, widows/widowers of veterans, and spouses of 100% disabled veterans receive 10 points. Eligible disabled veterans receive 15 points. In OPEN NONPROMOTIONAL examinations, eligible veterans receive five points. Eligible disabled veterans receive 10 points. Individuals who receive veterans points are not eligible for career credits pursuant to Sections 18950.1, 18951. NOTE: No veterans preference points will be allowed once a veteran achieves permanent civil service status. Directions to apply for Veteran's Preference Points can be found on the Veterans Preference Application Form (Std. 1093), which is available from the State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010, on the Internet, and through the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school on a year-for-year basis.